

## PRIVACY STATEMENT

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The Virginia Division of Consolidated Laboratory Services (DCLS) has long recognized that individuals and enrolled organizations with whom we conduct business value their privacy. However, in order to conduct business in this increasingly electronic economy, the collection of personal information is sometimes necessary and desirable. In fulfilling DCLS' public health mission, all data collected, stored, or disseminated in accordance with the [Government Data Collection and Dissemination Practices Act](#), the [Virginia Freedom of Information Act](#), and all other applicable State and U.S. Federal Laws governing the privacy of personally identifiable information.

#### ➤ The collection of personal information

In some circumstances, DCLS may request personal information from you, like your name, e-mail address, company name, or telephone number. Your response to these inquiries is strictly voluntary. DCLS may use this information to customize your experience on our Web site. In addition, DCLS may use this information for other business purposes, such as to alerting you to services that can assist you in accessing data that meets your specific business needs.

#### ➤ The collection of non-personal information

DCLS also collects non-personal information as part of its analysis of the use of this site. This data enables us to determine which customers visit our site, how often they visit, and what parts of the site they visit most often. It also allows us to monitor site security and server performance. DCLS uses this information to improve its Web-based offerings. The information is collected is done so automatically and requires no action on your part. Some examples of non-personal information captured include:

- ◆ Browser type,
- ◆ Domain name of your internet service provider,
- ◆ Domain name of the referral site from which you linked to our site,
- ◆ Geographical location of the network used to access DCLSNET, and
- ◆ Time and date of access.

### USE OF COOKIES

DCLSNET uses cookies to save the information that you input while progressing through the transaction. A cookie is a very small amount of data that is sent from our server to your computer's hard drive. The majority of cookies used are session-based. When you close your browser, the cookie is destroyed and no trace of it remains on your hard drive. These session cookies are used solely as a method to improve the user experience for those visiting the site.

If your browser is not configured to "accept" cookies, you will still be able to access the information on our web site, but you may not be able to perform some online transactions until you enable this feature in your browser.

### SECURITY

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have implemented appropriate physical, technical, operational, and managerial controls to safeguard and secure the information on this site. These controls

are consistent with the laws and regulations of the Federal government and the Commonwealth of Virginia.

#### **ACCESS TO PASSWORD-PROTECTED AREAS**

Access to and use of password-protected areas of DCLSNET is restricted to authorized users only. Unauthorized individuals attempting to access these areas of DCLSNET may be subject to prosecution.

#### **LINKS TO OTHER SITES**

The DCLSNET may contain links to other websites not necessarily affiliated with DCLS. In this case, DCLS is not responsible for the content, terms of use, or privacy policies on those sites. We advise users to read the terms of use and privacy policies on any site they visit.

#### **CUSTOMER COMMENTS OR REVIEW**

If our information practices change in the future, we will post the policy changes to our website to notify you of these changes. If you are concerned about how your information is used, you should check back at our website periodically.

If you have questions about this privacy statement or the practices associated with the DCLSNET site or if you choose to review or correct any of the information you previously submitted to DCLS, please contact us at [DCLSNET\\_SPPT@DGS.VIRGINIA.GOV](mailto:DCLSNET_SPPT@DGS.VIRGINIA.GOV)